

College Enrollment

Checklist for enrollment at:

- ☐ [Excelsior College](#)
- ☐ [Thomas Edison State College](#)
- ☐ [University of Phoenix \(AA only\)](#)
- ☐ [Charter oak State College](#)

College fees



- ☐ **Complete the college application for admission**
- ☐ **Attach a copy of your degree plan provided by the Institute**
- ☐ **Test scores**

Tests taken since July 1994 are transcribed by the Institute.

For tests taken prior to July 1994, official score reports must be provided by the testing agency.

CLEP and DSST: Complete the form "DANTES Military" and submit with required fee to the address on the form.

Regents: Complete the "Regents College Official Grade Report Request Form" and submit it to the address on the form with the required fee.

- ☐ **College Transcripts**

Transcripts reflecting prior college coursework must be submitted by the college that provided the course. Students are required to submit an [official transcript request form](#) to prior schools requesting official transcripts be sent to the school in which enrolling.

- ☐ **School Specific**

University of Phoenix students should also submit CG 4147, requesting tuition assistance for the EML 299 which is a course required by the University prior to graduation. A sample 4147 is included in the Phoenix application package. California residents are not allowed to enroll in the program.

Excelsior College students shall also include the "SOCNAV/SOCAD/BDFS Cover Letter" and "Letter of Agreement" which is included in the enrollment package. Note these forms are not required for enrollment in the AST degree programs.

- ☐ **USCG Transcript**

Upon receipt of the college application the Institute will issue an official USCG transcript, documenting your military learning experiences. This transcript and your application will be sent directly to the school. A copy of the USCG transcript will be provided to the student.